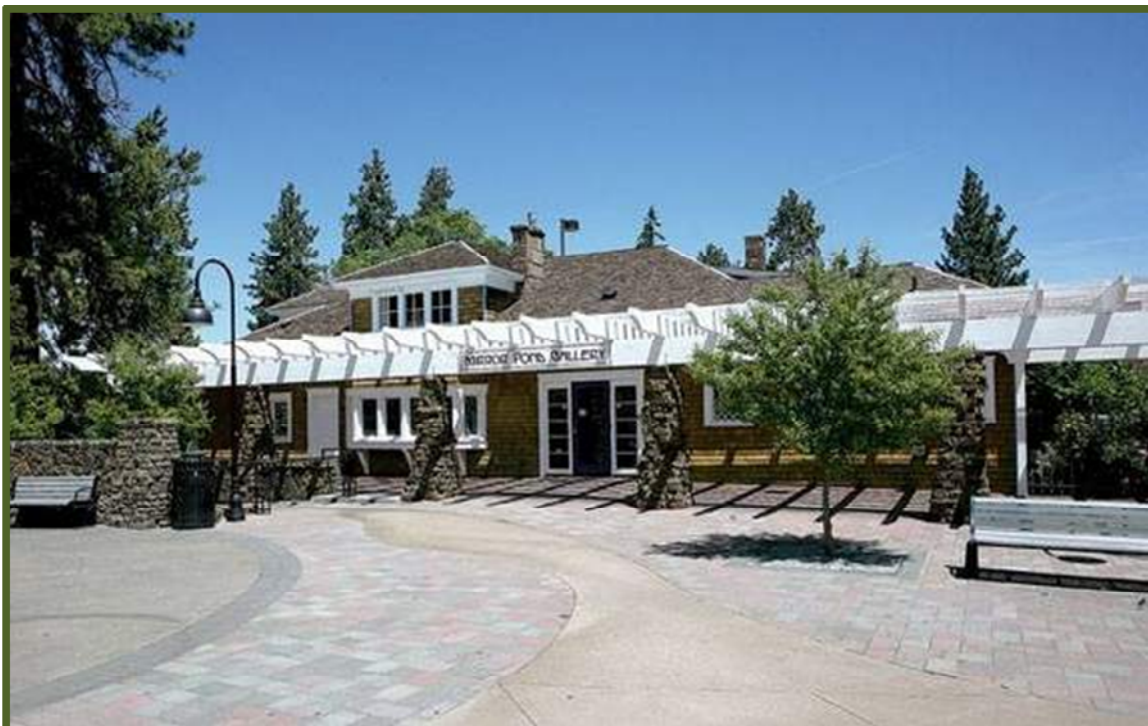


REQUEST FOR PROPOSALS (RFP)
LEASING OPPORTUNITY
The Goodwillie–Allen House
875 NW Brooks Street
Bend, Oregon 97701



RFP ISSUED BY:
City of Bend, Oregon

Date Issued:
April 9, 2012

Submissions Due:
3:00 PM on Monday, April 30, 2012

GENERAL INFORMATION

Project Overview

The City of Bend is issuing this open Request for Proposals (RFP) for qualified parties interested in leasing the Goodwillie-Allen House, located at 875 NW Brooks Street, in the heart of downtown Bend, Oregon.

The Opportunity

The Goodwillie-Allen House offers an exciting opportunity for a qualified party looking to expand existing operations or start a new venture. Located on Riverfront Plaza, between iconic Drake Park and the heart of Bend's thriving downtown, this property is perhaps the most desirable location in the city. It provides exceptional exposure as a vital part of downtown, in a focal area that attracts downtown shoppers, park visitors, special community events and local, national & international visitors.

As a focal point of Bend's Downtown, it is desired that the proposed use introduce a high level of activity for the property for an extended period of time during the day and night, seven days a week, throughout the year.

Subject Property

The Goodwillie-Allen House is owned by the City of Bend (City). It is sometimes also referred to as the Rademacher House. It is located at 875 Brooks Street, Bend, Oregon. The assessor's parcel number for the property is: 171232 BD 0500

Drake Park is located immediately west of the property, Brooks Street and the Downtown Commercial District are to the east, Mirror Pond North Parking Lot is north and Riverfront Plaza and Mirror Pond South Parking Lot are south of the property.

The property is zoned CBD Central Business District - Commercial
The City's Development Code and the requirements of the CBD Zone can be accessed online at: <http://www.bendoregon.gov/modules/showdocument.aspx?documentid=4006>

Property uses and improvements are subject to all applicable City Codes. Proposers are strongly encouraged to contact the City for an estimate of SDC charges and other impact fees that are based on their proposed use of the facility.

The parcel size is .22 acres, which includes a small strip of Mirror Pond North Parking Lot as well as a Garden area to the east and pergola-covered patio abutting Riverfront Plaza to the south.

The garden is operated by the Hardy Plant Club of Bend and the artwork in it is owned by the City of Bend. The garden will not be a part of the lease and is not subject to tenant oversight.

The tenant's lease will not include either rent for or special rights to the portion of Mirror Pond North Parking lot that is included on the building's parcel.

The Building

The Goodwillie-Allen House was moved to its present location from an adjacent parcel in the early 1990's, and was fully refurbished through a partnership with the City of Bend and Arts Central. Arts Central has occupied the building from that time until March, 2012, first utilizing it as an arts gallery for local artists and more recently utilizing it for classes and displaying artwork.

The structure was built in 1904 and is listed on the National Register of Historic Places in May, 2007. An extensive description of the property, setting and its historical significance can be found in the National Register documents, which can be accessed via the link: <http://pdfhost.focus.nps.gov/docs/NRHP/Text/07000493.pdf>

The building has an approximately 5 ft. high basement which is accessed from a locked floor hatch on the front porch. The basement is not habitable and can be used by the tenant for storage only. The City will not charge rent for the tenant's use of this space.

Drawings and photographs of the property are attached to this RFP as Appendix 'A'

Scope of Tenant Improvements

Exterior Modifications

As mentioned above, the building is listed on the National Register of Historic Places. It is therefore subject to the requirements of the City's Historic Preservation Code. The code applies to exterior modifications only. The City strongly encourages no modifications to the exterior of the building. Sections 10.104 (6) & (7) of the code state the review procedures for exterior modifications:

(6) Applications for minor alterations, restoration and rehabilitation may be decided by staff under the administrative review process, under the direction of the City of Bend Community Development Department (CDD) Director, and the Landmarks Commission.

(7) Applications for major alterations, additions, new construction, signs, moving or partial or complete demolition of a structure shall be decided by the majority vote of a quorum of the (Landmarks Commission) Commissioners after the Commission has held a quasi-judicial public hearing.

The entire Historic Preservation Code can be accessed on the City's web page at: <http://www.bendoregon.gov/modules/showdocument.aspx?documentid=4882>

The Secretary of the Interior's guidelines for the treatment of historic properties can be accessed at: <http://www.nps.gov/hps/tps/standguide/index.htm>

Interior Modifications

Although interior alterations are not subject to the City's Historic Preservation Code, the interior of the building is historically significant. Proposers are therefore encouraged to minimize modifications to the building's interior. All interior modifications will be required to match interior architectural details that are original to the building and will not be permitted if it is determined that the modifications would irreparably damage existing original finishes. All proposed alterations to the building interior shall be reviewed by appropriate City staff prior to building permit submittal.

PROPOSED LEASE TERM SHEET

Location

875 NW Brooks Street, Bend, OR 97701

Premises

Total Building area: Approximately 2340 sf

1. First Floor: Approximately 1670 sf
2. Second Floor: Approximately 670 sf
3. Front Porch: Approximately 190 sf
4. Outdoor Patio (under Pergola): Approximately 840 sf

Lease Term

A long term lease of at least 5 years is strongly preferred.
Options to renew are subject to negotiation.

Monthly Rent

Proposal shall include proposed lease rates per square foot for:

1. Public use and areas supporting the public use (i.e. restrooms, food preparation, public meeting space, etc.).
2. Support areas incidental to the primary public use.
3. If proposed to be a part of the use, outdoor patio space under the pergola and/or front porch space. (For seasonal use; amortize the rent to an annual, monthly rate.)

The proposer shall agree to cooperate with event organizers when community events are held in adjacent Riverfront Plaza.

Lease rates shall adjust incrementally, as determined by the change in the Consumer Price Index (CPI-U), for each year the lease is in effect.

Property Taxes

Shall be paid by tenant

Tenant Improvements

Shall be paid by tenant

Utilities

All utilities for premises shall be paid by tenant

Required City Permits, SDC's and other applicable fees

Shall be paid by tenant

Insurance

Tenant shall provide personal property insurance and liability insurance and indemnify the City of Bend, in an amount sufficient to cover the City's tort claim limits.

Repair and Maintenance

The City of Bend will be responsible for major repairs, as needed, to the building and property. The tenant will assume responsibility for all routine maintenance of the facility once premises are delivered to the tenant.

Signage

Tenant signage shall be subject to City of Bend approval and in compliance with City of Bend Sign and Historic Preservation Codes. Costs of signage shall be borne by the tenant.

Rent Commencement

Monthly rent shall commence the earlier of thirty (30) days after delivery of premises by the City of Bend or the first day of operation of business on the premises.

Guaranty

If tenant is a corporation or other business entity, each of the shareholders or owners of that entity shall provide personal guarantees of the Lease in a form to be provided by the City of Bend.

Courtesy to Brokers

Brokers representing a tenant who is selected by the City and who successfully commences operations in the property shall be paid a commission of 5% of the first year rent totals. Commission payment shall be made at the beginning of the four quarters during the first year.

SUBMISSION INFORMATION

Seven (7) hard copies of the proposal must be received by **3:00 PM on Monday, April 30, 2012**. Please provide the following information:

Minimum Qualifications

To be eligible for consideration of this RFP, the responder must meet the following minimum requirements:

1. Minimum of three (3) years prior experience in providing related services.
2. Financial capability to fund tenant improvements, equipment, and all City permit and impact fees.

Organization / Company Overview

Please provide the following information about your organization / company:

1. Name of organization / company
2. Owner(s)
3. Contact person and contact information (including address, phone number, fax number, and email address)
4. Years in operation and/or in business

Experience and Capacity of Organization / Company

Provide a brief introduction and background on your organization; demonstrated financial status (Gross Annual Sales; Net Earnings/Loss for the most current year); and ability to finance all the improvements, permit and impact fees and ongoing operational expenses.

Proposal / Operating Plan

Provide a brief description of the services you are proposing at this location. Indicate days and hours of operation, number of employees and the type of service that will be offered. Outline any special needs that your operation will require.

Provide a brief description of tenant improvements you will provide and the approximate cost. If possible, provide schematic design drawings and/or other visual images that show how you intend to utilize the interior and exterior spaces and extent of proposed modifications.

Proposed Lease Terms

List proposed rent as outlined in Proposed Lease Term Sheet above.

References

List contact information for three professional references, including one bank reference.

Public Record

All proposals submitted are the property of the City of Bend and are public records. All documents received by the City are subject to public disclosure after the City enters into an agreement. Information deemed by the Proposer as exempt under Oregon's public records laws should be clearly marked by the Proposer as "Proprietary". Marked pages should be placed in a group separate from the remainder of the proposal. The City will make an independent determination regarding exemptions applicable to information that has been properly marked and segregated.

PROCESS FOR SUBMISSION OF PROPOSALS

Proposal Submission

Sealed proposals must be received by the City of Bend no later than 3:00 PM, April 30, 2012. Proposals must be submitted in a sealed envelope. All proposals must be completed in ink or typewritten. Facsimile proposals will not be accepted.

The envelope must be marked:

Goodwillie-Allen House Lease Proposal

City of Bend

Attn: Terri Shepherd

City of Bend

710 NW Wall Street

Bend, OR 97701

Project Information Contact

Terri Shepherd

City of Bend

710 NW Wall Street

Bend, OR 97701

541-330-4021

tshepherd@ci.bend.or.us

Note: Terri will be out of the office from April 24 – April 30. Please ensure all necessary communication with her occurs prior to April 24th.

On-site Preview

The property will be available for preview by interested proposers on the following dates and times:

Thursday, April 12, 2012, from 2:00 – 3:30

Tuesday, April 17, 2012, from 10:00 – 11:30

If the proposer is interested in a property preview, please contact Terri Shepherd to schedule a preview during one of these two times. For out-of-the-area proposers, the City will endeavor to set up additional times to preview the property if you are not available during these times.

Notifications

Respondents will be notified in writing regarding the status of their proposal as soon as practical after receipt of information.

Submission Requirements

Please submit all of the information requested under *Submission Information*.

REVIEW OF PROPOSALS.

The City will review proposals as soon as practicable after the closing date, but no later than May 15, 2012. The City may choose to schedule interviews with the top proposers, and select a proposal after the interview process.

Proposers should target securing building occupancy by the middle of August, 2012.

The criteria used in selecting the best proposer at the initial review stage are:

- | | | |
|----|--|-----|
| 1. | Quality of development proposal: | 35% |
| 2. | Experience and financial capability of proposer: | 30% |
| 3. | Financial benefit to City: | 35% |

In reviewing the quality of the development proposal, the review panel will consider the proposed physical alterations of the building and property, the benefit from the type of use proposed to the downtown area and the City as a whole, the activity level generated by the proposed use, and may consider other factors relating to the proposed development/use.

The City may choose to hold interviews if the review panel determines that more than one proposal is of interest. Should this occur, the final review shall be based 50% on the score from the initial review and 50% on the interview.

It is anticipated that the review panel will be comprised of community members as well as City staff.

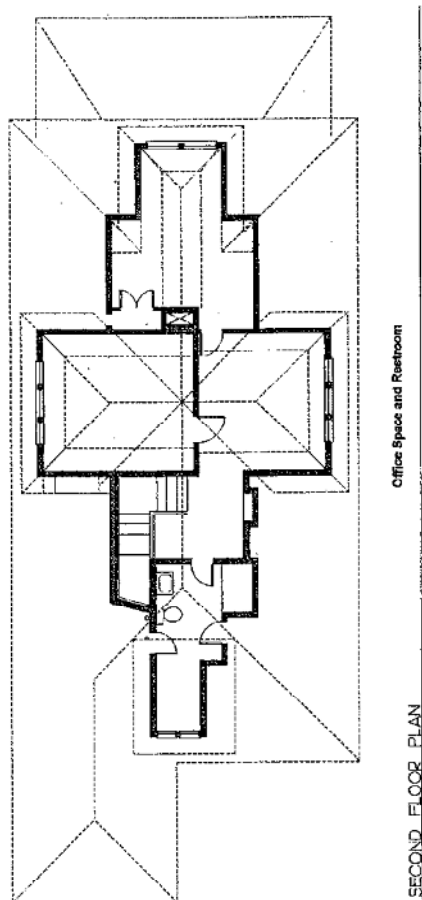
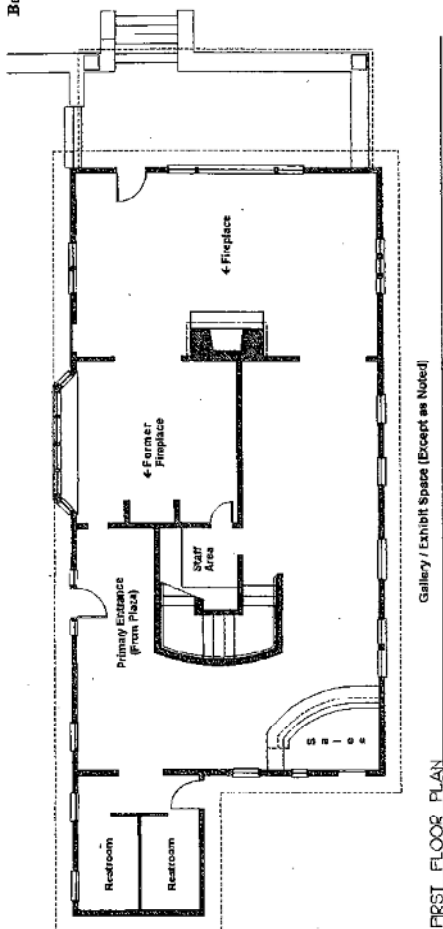
The City will attempt to negotiate a lease with the best proposer, and may negotiate with lower ranked proposers (in order) if negotiations with the best proposer do not result in a lease agreement.

EXHIBIT A
Floor Plans, Site Plan and Aerial Photographs
FLOOR PLANS

NEAL HUSTON
ARCHITECT



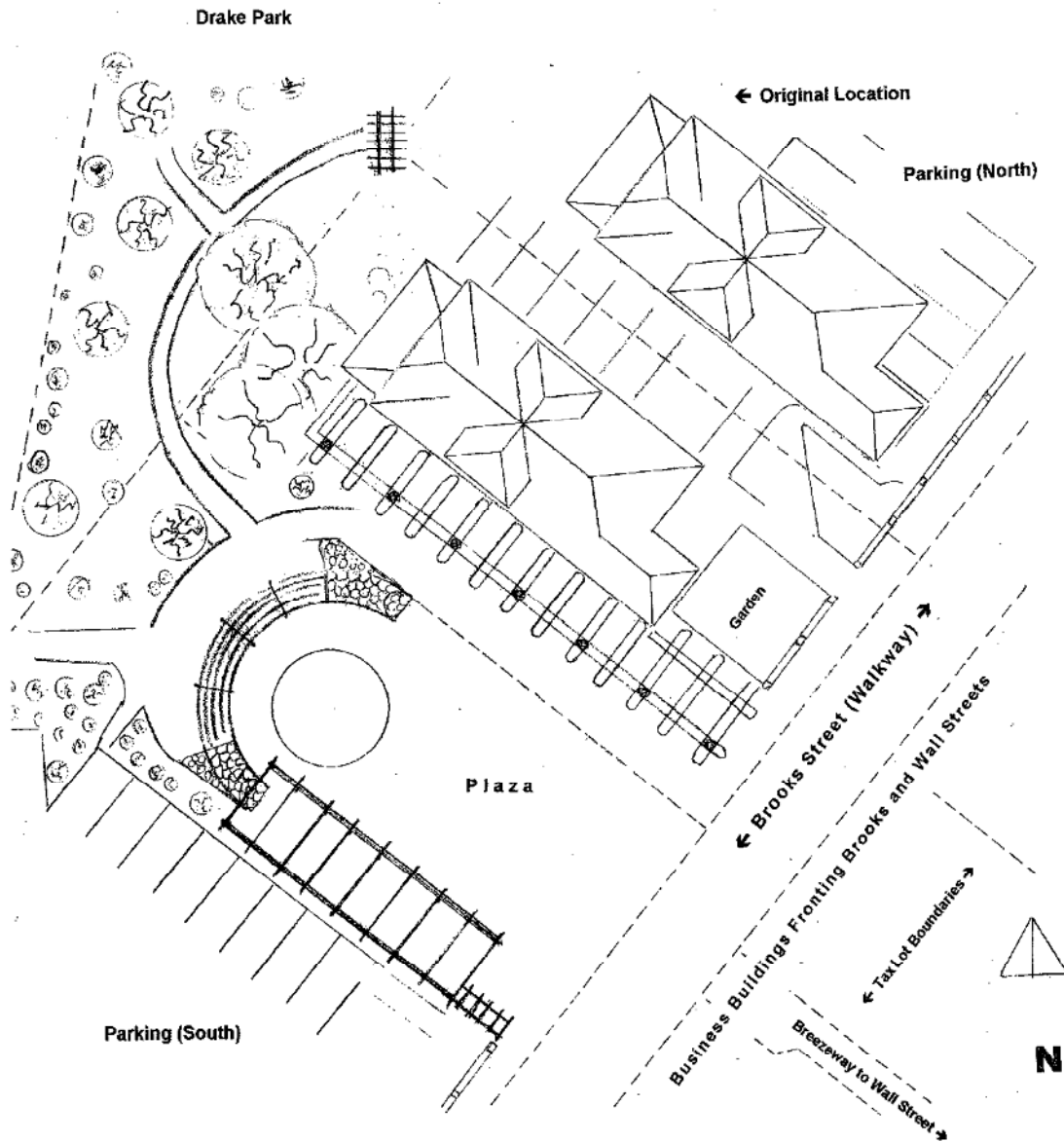
Allen-Rudenmacher House
Bend, Deschutes County, Oregon
Floor Plan Sketch



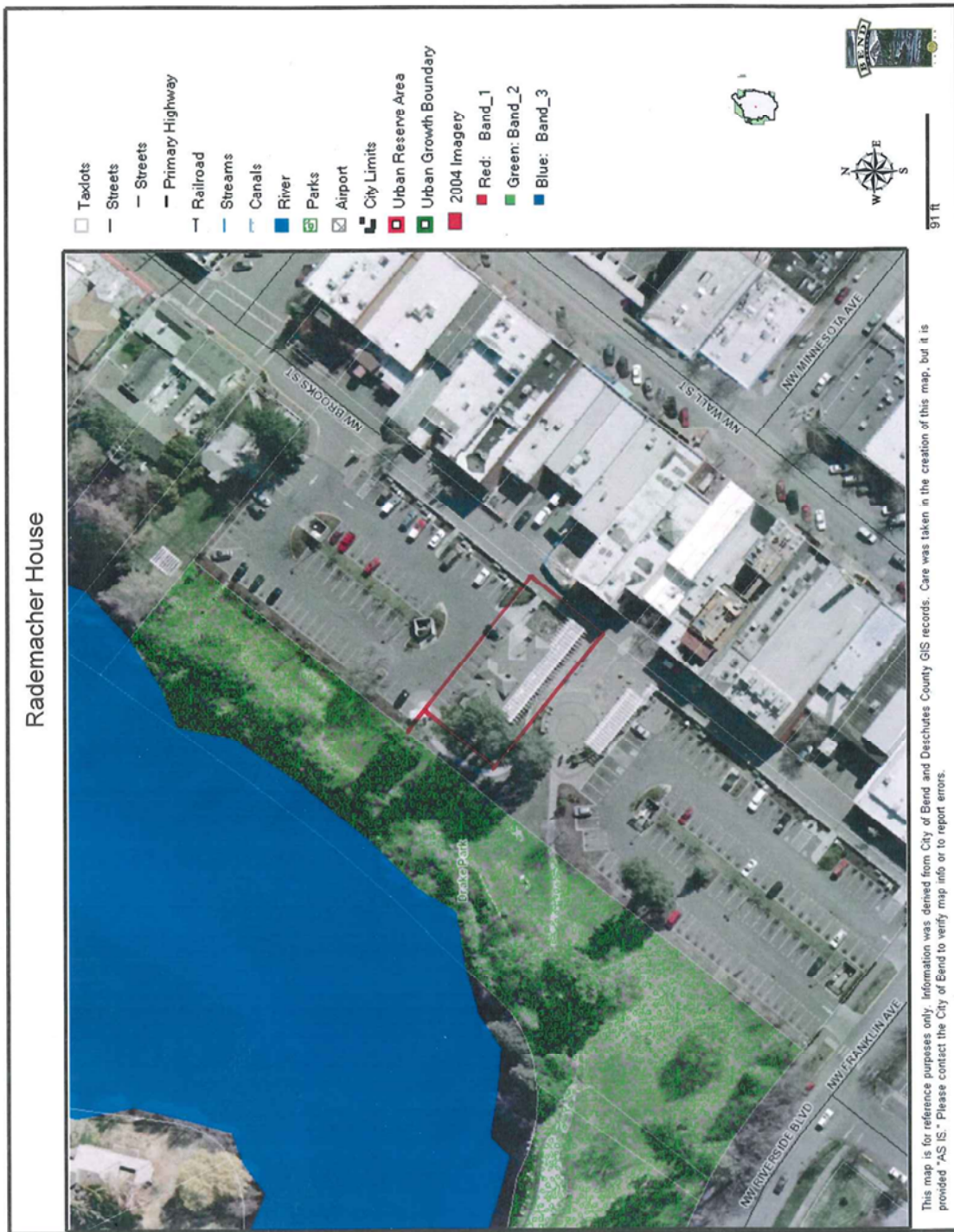
SITE PLAN

Allen-Rademacher House
Bend, Deschutes County, Oregon

Site Plan Sketch — With Original Location



AERIAL PHOTO



AERIAL PHOTO

